Alumni & Development Events Officer (Fixed Term, Maternity Cover)
Salary £27,511 per annum plus pension and benefits.

Trinity Hall has an exciting opportunity to recruit an Alumni & Development Events Officer (Maternity Cover) to work in our busy and friendly Alumni & Development Office.

The successful candidate will organise all aspects of a range of alumni and fundraising events both within College and externally. This includes advertising, taking bookings and liaising with other departments and venues. You will have excellent organisational, interpersonal and IT skills, experience working within an office environment well as the ability to manage events.

The closing date for this vacancy is 5pm Friday 4th June 2021. Interviews will be held on Friday 11th June 2021.

Further details about this vacancy can be found here. An application form is available at www.trinhall.cam.ac.uk/vacancies.

Applications should be sent to: jobs@trinhall.cam.ac.uk or HR Assistant & Junior Bursar’s PA, Trinity Hall, Trinity Lane, Cambridge, CB2 1TJ.
JOB DESCRIPTION

Job title: Alumni & Development Events Officer
(Maternity Cover until 20th May 2022 or return of the postholder)

Responsible to: Development Director

Place of work: Central Site, Trinity Hall

Objective: To organise all aspects of a range of alumni and fundraising events both within College and elsewhere. This includes advertising, taking bookings, and recording them on the database and liaising with other departments/venues; as well as general event management.

Experience: Experience of working within an office environment, IT Literate, events management experience, and experience of databases desirable

Additional: Full time, 35 hours per week, although we can be flexible

Main Duties & Responsibilities

- Managing all aspects of the Trinity Hall Association events to include an annual dinner in College and two regional events each year. This involves liaising with the THA Committee.

- Managing all aspects of the rescheduled graduation for the graduands of 2020.

- Managing all aspects of overseas events, once travel is permitted again, including events in Asia, Europe and USA; to include sourcing and liaising with venues, advertising and managing bookings.

- Managing lectures including the annual Trinity Hall London Lecture Series in London and the annual Milestone Lecture.

- Managing all aspects of stewardship events, including the Masters Circle dinner, donors’ drinks and the Commemoration of Benefactors.

- Managing ad-hoc development events such as RAF dinners, fundraising events, entrepreneurs networking events and the annual Varsity Rugby event.

- Managing the Parents lunch and Friends Society.
• Organising all aspects of termly concerts in conjunction with the Director of Music.

• Liaising with student societies regarding events open to alumni.

• Managing all aspects of other high-profile alumni and College events as appropriate.

• Working alongside University staff to assist with the coordination of the Leslie Stephen and Graham Storey lectures which includes the organisation of a dinner for senior University staff in College.

• Adding event entries to the calendar on the online community and website and maintaining the relevant event pages on the website.

• Using the College's alumni database, Raisers Edge, to maintain clear and accurate records of event bookings and generate reports to report against agreed metrics.

• Liaising as necessary with Fellows, staff, students, alumni, external volunteers and others within Trinity Hall and the University, other colleges or elsewhere to ensure good coordination between the Development Office and other departments.

• Any other secretarial/administrative duties as required by the Development Director and handling other alumni correspondence as appropriate.

Trinity Hall reserves the right to make changes or update this job description at any time. Changes will be introduced following discussions with the post holder.

Attendance at all events and travelling outside Cambridge is not necessary for the role.
## PERSON SPECIFICATION

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<th>Essential</th>
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<td>Qualifications/education</td>
<td>• Educated to A level standard</td>
<td>• Degree level or equivalent</td>
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<td>Skills/knowledge/training</td>
<td>• Proficient in Microsoft Office</td>
<td>• Knowledge of the University of Cambridge and College structure</td>
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<td>• Web, social media, email and internet experience</td>
<td>• Experience of Raisers Edge database</td>
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<td>• Numeracy skills</td>
<td>• Experience of wordpress</td>
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<td>• Confident telephone manner and communication skills</td>
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<td>Experience</td>
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<td>• Experience of databases/CRM systems</td>
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<td>• Experience of working in an office environment</td>
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<td>Personal attributes</td>
<td>• Organised</td>
<td>• Fast-learner</td>
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<td>• Attentive to detail</td>
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<td>• Ability to work to deadlines</td>
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<td>• Tactful and discreet</td>
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<td>• Able to work as part of a team</td>
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Last update May 2021

### About Trinity Hall and the Alumni & Development Office

Situated in the heart of Cambridge's historic centre, Trinity Hall's 600 students, staff and Fellows enjoy the College’s cosy, friendly atmosphere alongside spectacular views of the River Cam. Founded in 1350 originally for the study of canon and civil law, Trinity Hall has a rich history and is home to undergraduates and postgraduates studying a range of subjects.

The Alumni & Development Office is responsible for alumni engagement activities, including events and communications, as well as fundraising to support the College’s charitable mission of education and research.

The Master and Fellows are strongly supportive of the alumni relations and development effort. An alumni relations programme has been in place since the mid-1990s when the Alumni & Development Office was established for the College’s 650th anniversary. The team consists of a Development Director, Development Officer, Alumni Events Officer, Alumni Communications Officer, Database & Gifts Officer, Alumni & Donor Relations Officer, Alumni & Development Office Assistant and Alumni Officer. The College has invested in the Raiser’s Edge NXT database, including Netcommunity, and an online community provided by Graduway, and has around 8,500 addressable alumni.
The office runs a busy and varied programme of events, in College, elsewhere in the UK and overseas. The office has raised £3M each year on average over the past five years with an average annual giving rate of 14%, which is above the average for Cambridge colleges. The College is planning to launch a fundraising campaign with the aim of raising £25 million for student support.

We offer a supportive and friendly environment, that is committed to promoting the development of staff in their careers. Other benefits include subsidised catering during work hours and use of the college’s sport’s facilities.